

**Meeting Minutes for
Evergreen Community Charter School Board of Trustees
held 7:00 PM Thursday, January 28, 2010 at
Evergreen Community Charter School**

ATTENDANCE:

Board of Trustees

Mary Baxter, Joanne Storer, Andalisa Lopez, Frank Lopez, Holly Corcoran, and Cindy Haab

Advisory Panel

Jill Shoemsmith, Patti O’Keefe, Nancy Price, and Nancy Lewis

Guests

Rob Baxter

ABSENT:

Chris Kinsley, Board of Trustees

Rudy Haab, Advisory Panel

Henry Bockelman, Pocono Mountain Liaison

1. Call to Order by President – Joanne Storer called the meeting to order at 7:05 PM.
2. Pledge of Allegiance led by Joanne Storer
3. Approval of Previous Meeting’s Minutes from December 17, 2009

9.1.6. Holly clarified that this should read “Request for Proposal”

A motion was made by Mary Baxter and seconded by Frank Lopez to approve the minutes from the December 17, 2009 meeting, as corrected by Holly. Motion passed 5:0:1 (Cindy abstained)

4. Reports

4.1. Chief Executive Officer and Director of Evergreen Community Charter School –
Jill Shoemsmith

- Jill reported that the school, along with Kathy Yerkes assistance, is preparing for the PA Dept of Ed review of the Special Education at Evergreen. This first inspection is a learning experience. The review will be for a total of 6 to 7 students at Evergreen. There will be a team coming from the state for 2 full days at Evergreen. Students, Families, and Teachers will all be interviewed. PMSD has been highly supportive. The regulations are abstract and can be tough to interpret.
- The school is getting phone calls for next year applicants. Parents and students

are requesting to shadow a class. A discussion was held regarding the cons of this including disruptions to the already full classes. Nancy Price said this was tedious years ago. Everyone agreed that it was fine for potential students to come in after hours. Rob Baxter suggested setting a day a month for visitation. Jill noted that this may be a good idea in the Spring and on a first come, first served basis. Frank suggested videotaping a typical class and posting this on the web on uTube. It was also suggested to have an evening Open House with student tour guides to meet the teachers.

- Jill mentioned that she has a request for a daughter of a graduated student to enter Evergreen next Fall as a 6th grader (she should be a 5th grader). The parents claim their daughter is gifted. Jill recommended to the Board that the student be entered in next year's lottery and in order to advance a full grade there would be documentation needed that the student is currently enrolled in a gifted program.
- Jill reported that Evergreen lost a student that was under contract due to failing grades at the end of the second marking period. This student was unmotivated sibling. The student plans to get a GED.
- Jill reported on the Kitchen Project at Evergreen. The project is estimated to cost \$50K to \$70K. The project is on schedule with the architect redrawing plans and the electrical engineer. The permit documents have been received. There will be several phases of the project in \$3K increments. The Pocono Mountain Building Coordinator said that this project does not need to go to bid and the contractor familiar with the building can be used.
- Sandy Carter is doing well. She is at home but sending emails, assisting with grading, advising subs, working on ideas for lesson plans, ordering supplies. Jill noted how helpful Marc Carter is to Evergreen.
- Jill mentioned that the school has been saving on snow plowing this year
- Jill reported that 40 people will be attending the annual Evergreen Family Ski Trip to Stratton, VT next week. School will be closed on Thursday and Friday.

5. Executive Session

Not necessary at this meeting.

6. Instructional Report by Teachers and Students

- 6.1. Nancy Price reported on a student trip she is planning to Spain June 2nd through the 8th, 2011. The trip will encompass Madrid and Barcelona. Students can pay online and the trip costs about \$2,900 per person. They will see a bull fight in Madrid and see a famous Flea Market. Kathy Yerkes will also go, but Patti O'Keefe is also willing to go.
- 6.2. Patti O'Keefe reported on taking 7 8th graders to the Odyssey of the Mind competition at Pocono Mountain West on March 6th. She explained that the competition is totally student run and parents are the judges. The Evergreen students will be doing a skit.

7. Recognition of Visitors (Community input/ presenters, etc)

7.1. Visitor Rob Baxter was recognized.

8. Items for Discussion and Possible Resolution–

8.1. Newer large bus needed

A discussion was held regarding the need of a newer, more dependable large bus. It recently broke down while going to Camelback. Parents assisted Marc in getting it going again. This summer when PMSD is looking to upgrade their busses Jill will submit a bid.

8.2 PMSD Visit from Business Manager

Jill announced that the PMSD Business Manager will be coming to Evergreen on the morning of February 10th to review all of the financial records of the school.

8.3 Special Education Review in March

This was addressed in Jill's report.

9. Items Requiring Board Action

9.1. Business and Financial Affairs

9.1.1. Approval/Disapproval of payments to vendors via the December 2009 Check Register –

Holly mentioned that a Personnel Manual should be developed. Jill mentioned that this would be a good summer project and she will ask for the PMSD Personnel Manual.

Motion made by Mary Baxter and seconded by Joanne Storer to approve the vendor payments for December 2009, passed 5:0:1 (Holly Corcoran abstained)

9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the December Profit & Loss

Nancy Lewis announced that the school is all caught with the money owed to the Foundation.

Motion made by Andalisa Lopez and seconded by Cindy Haab to approve the December 2009 Profit & Loss to be given to PMSD, passed 5:0:1 (Holly Corcoran abstained)

9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the Balance Sheets of December 31, 2009.

Holly explained that the “Due to Affiliate” is money owed to the Foundation, however it is all clear now.

Motion made by Joanne Storer and seconded by Mary Baxter to approve the Balance Sheet as of the end of December, passed 5:0:1 (Holly Corcoran abstained)

9.1.4. Approval/Disapproval of Grant Expenditures through December 2009

There was only interest earned and no expenditures.

Motion made by Cindy Haab and seconded by Joanne Storer to approve the Grant Expenditures through December 2009, passed 5:0:1 (Holly Corcoran abstained)

9.1.5. Approval/Disapproval of establishment of a Line of Credit

The Board reviewed a letter from PennStar and held a discussion. The Board discussed added “tuition interruption” to the reasons for asking for the credit and also that the money would be used for daily operating expenses of the school for “emergency purposes”. Holly asked if the line of credit would be revolving and it was stated that it would, renewable every 12 months.

Motion made by Mary Baxter and seconded by Holly Corcoran to approve going forward with a Line of Credit with PennStar Bank, with the above stipulations added. Passed 6:0

9.1.6. Approval/Disapproval of RFP's for the year-end audit

Holly announced that she has prepared a Request for Proposal (RFP) for an auditor and the school sent out 5 letters and have received 2 proposals from Riley and Co and Kirk and Co. Both firms have school district experience.

The Board decided to table their decision until after they hear the end of year audit from Riley and Co at the February Board Meeting.

9.1.7. Discuss Budget

Tabled until the February Board Meeting

9.2. Students Curriculum and Policy– *n/a*

9.3. Personnel- Professional Staff– *n/a*

9.4. Personnel- Support Staff) – *n/a*

10. Open Discussion

10.1. Board Members

Andalisa asked where the flag is outside of Evergreen. Many ideas were discussed instead of having a ladder long enough (Chris Kinsley ladder truck; Rick Hill, scissors lift; Dave Price, bucket truck).

Holly questioned why we have not had our Pocono Mountain Liaison present for many meetings. Mary and Rob Baxter offered to pick Henry up.

Mary pointed out that the next Board Meeting will be held on February 25th.

Joanne mentioned that she will not be in attendance for the February Board Meeting.

- 10.2. Advisory Panel/Evergreen Foundation Members
Jill announced that the school is considering Grief Counseling. Nancy Price is working on this and will have more information at a future meeting. Andalisa Lope expressed an interest in assisting Nancy as well.
- 10.3. Pocono Mountain School District Liaison – *n/a*
- 10.4. Public Comment– *n/a*

Adjournment

Andalisa Lopez made a motion to adjourn; Holly Corcoran seconded it; motion carried 6:0

The meeting was adjourned at 8:20 PM

Respectfully Submitted,

A handwritten signature in black ink that reads "Lucinda A. Haab". The signature is written in a cursive, flowing style.

Lucinda A Haab
Secretary, Board of Trustees